

Corrective Action Tracking System (CATS)

Data Dictionary

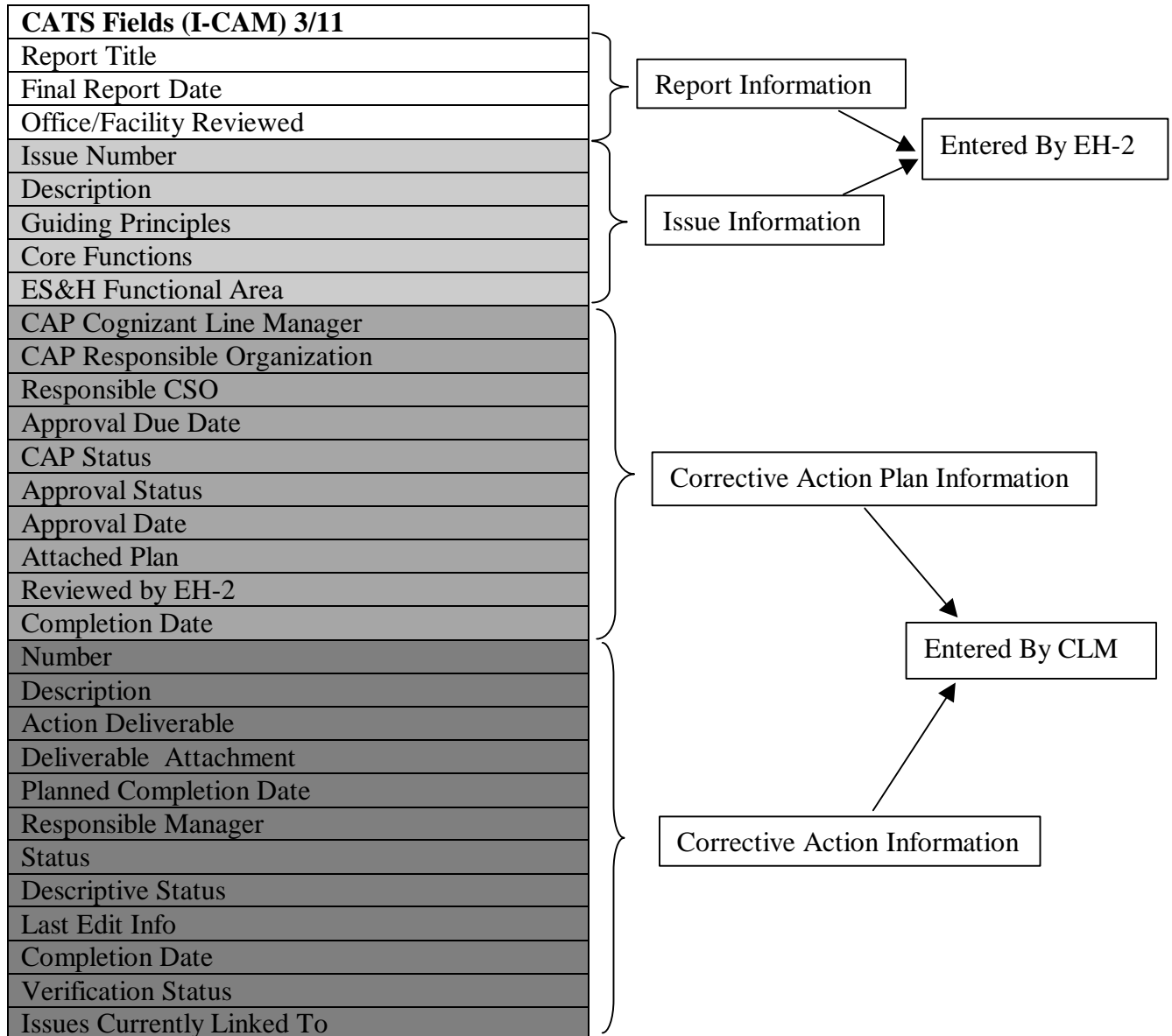


Table of Contents

SECTION 1 – FIELD/FORM DIAGRAM	3
SECTION 2 – DATA CHARACTERIZATION.....	4
2.1 DATA ENTRY BY THE OFFICE OF OVERSIGHT	4
2.2 DATA ENTRY BY LINE MANAGEMENT	5
SECTION 3 – FIELD SPECIFICATIONS FOR CATS.....	8
Field: R-1 Report Title.....	8
Field: R-2 Final Report Date	8
Field: R-3 Office/Facility Reviewed	8
Field: I-1 Issue Number.....	8
Field: I-2 Description.....	9
Field: I-3 Guiding Principles.....	9
Field: I-4 Core Functions	9
Field: I-5 ES&H Functional Area	9
Field: CAP-1 Cognizant Line Manager	9
Field: CAP-2 Responsible Organization.....	10
Field: CAP-3 Responsible CSO.....	10
Field: CAP-4 Approval Due Date.....	10
Field: CAP-4a CAP Status	10
Field: CAP-5 Approval Status	11
Field: CAP-6 Approval Date.....	11
Field: CAP-7 Attached Plan.....	11
Field: CAP-8 Reviewed by EH-2.....	11
Field: CAP-9 Completion Date	12
Field: CA-1 Action Number	12
Field: CA-2 Description	12
Field: CA-3 Deliverable	12
Field: CA-4 Deliverable Attachments.....	13
Field: CA-5 Planned Completion Date.....	13
Field: CA-6 Responsible Manager	13
Field: CA-7 Status	13
Field: CA-8 Descriptive Status.....	13
Field: CA-9 Last Edit Info.....	14
Field: CA-10 Completion Date	14
Field: CA-11 Action Verification Status	14
Field: CA-12 Issues Currently linked to	14
APPENDIX A – KEYWORD VALUES	15

Section 1 – Field/Form Diagram

The diagram below is a representation of the CATS major design elements. CATS contains four forms, represented by shading differentials, and twenty-nine fields. Each field name appears within its parent form. The form names and responsible office appear on the right-hand side of the diagram.



Section 2 – Data Characterization

This section contains a brief description of the type of data that are to be entered into CATS. Some procedural information has been added for clarification of workflow.

2.1 Data Entry by the Office of Oversight

The Office of Oversight enters the following fields, related to Source Reports and Issues. (Process guidelines: EH-2 should enter the following information into the CATS database not later than 3 working days after an applicable report is approved and issued.)

Note

** Indicates that once data are entered by the user and the document is saved, the field can no longer be edited. System-generated fields are not editable by the user.*

*** This does not apply to Legacy Reports.*

***R-1, Report Title**

The title of the Office of Oversight report as it appears on the issued report, study, evaluation, accident investigation, or other applicable feedback mechanism.

***R-2, Final Report Date**

The date of the final approved Office of Oversight report as it appears on the issued report, study, evaluation, accident investigation, or other applicable feedback mechanism. This date is used to calculate the **Corrective Action Plan Approval Due Date** (CAP-4), which is sixty days from the **Final Report Date**. **

***R-3, Office/Facility Reviewed**

The primary field or headquarters element reviewed by the Office of Oversight as described in the final approved report, study, evaluation, accident investigation, or other applicable feedback mechanism. (See Appendix A for a list of primary field and headquarters elements.)

***I -1, Issue Number**

A unique issue identifier. This number relates to the appropriate report.

(Note: This field is system-generated, using a multi-letter site code that corresponds to the **Office/Facility Reviewed**, a time stamp (MM/DD/YYYY) derived from the **Final Report Date**, a four digit sequential number (0001), followed by a one character Alpha identifier. All components are separated by a hyphen.

E.g. BNL-04/17/1999-0001-I)

***I -2, Description**

A concise statement of the safety finding, problem, judgment of need, or deficiency, to be addressed and resolved by the line management. Where possible, the issue

description should be taken verbatim from the final approved report, study, evaluation, accident investigation, or other applicable feedback mechanism.

***I -3, Guiding Principles**

This is a multi-value field that may have up to three values. (Note: See Appendix A for a list of Guiding Principles.)

***I -4, Core Functions**

This is a single value field. (Note: See Appendix A for a list of Core Functions.)

***I -5, ES&H Functional Area**

This is a single value field. (Note: See Appendix A for a list of ES&H Functional Areas.)

2.2 Data Entry by Line Management

Line Management (Headquarters or Field) enters the following information as it becomes available:

***CAP-1, Cognizant Line Manager (CLM)**

The name of the DOE manager assigned as responsible for preparation and implementation of the overall Corrective Action Plan in response to the subject final approved report, study, evaluation, accident investigation, or other applicable feedback mechanism.

***CAP-2, Responsible Organization**

The DOE organization that the cognizant line manager represents; an operations, area, field, or headquarters office. (Note: See Appendix A for a list of Responsible Organizations.)

***CAP-3, Responsible CSO**

The line management Cognizant Secretarial Officer who has approval authority for the Corrective Action Plan, regardless of whether this authority has been delegated. (Note: See Appendix A for a list of Responsible CSOs.)

***CAP-4, Approval Due Date**

The date an approved Corrective Action Plan is due. This date is sixty calendar days from the **Final Report Date**. This field is system-generated.**

CAP-4a, CAP Status

A description of the status on ongoing activities including, as relevant, identification as to whether the target date is at risk, estimated completion date if other than the approved target completion date, and any other relevant remarks.

CAP-5, Approval Status

Indicates current status of the Corrective Action Plan. The status is either Approved or Pending Approval. The default is Pending Approval; when an **Approval Date** (CAP-6, below) is entered; the status should be changed to Approved.

***CAP-6, Approval Date**

The date that the approval authority approves the Corrective Action Plan. The main purpose of this date is to provide an appropriate reference for the corrective actions described below. (Note: Corrective Action Plans are to be approved within 60 days of issuance of oversight reports. If Corrective Action Plans are subsequently revised and re-approved for any reason, including disposition of EH-2 comments or revision to the planned approach and target schedule, a revised Corrective Action Plan must be submitted.)

***CAP-7, Attached Plan**

An electronic (typically a wordprocessing file) version of the approved Corrective Action Plan may be attached in this field. (This is an optional field)

CAP-8, Reviewed by EH-2

Indicates whether EH-2 has completed its review of a Corrective Action Plan. The status is either Yes or No. The default is No.

CAP-9, Corrective Action Plan Completion Date

The date on which the cognizant line manager determines that all corrective actions in the approved Corrective Action Plan have been completed and independently verified. This field also indicates that all issues identified in the Oversight report are resolved by the completed corrective actions.

***CA-1, Number**

A unique corrective action identifier. This number relates to associated issues under a specific report.

(Note: This field is system generated, using a multi-letter site code that corresponds to the **Office/Facility Reviewed**, a time stamp (MM/DD/YYYY) derived from the **Final Report Date**, an alpha-numeric Issue identifier, a four digit sequential number (0001), followed by a one character Alpha identifier. All components are separated by a hyphen.

E.g. BNL-04/17/1999-I0001-0001-A)

***CA-2, Description**

A description of the planned, approved corrective action, as described in the approved Corrective Action Plan.

***CA-3, Action Deliverable**

A planned product that provides objective evidence that the corrective action is fulfilled, as described in the approved Corrective Action Plan.

***CA-4, Deliverable Attachments**

An electronic version of the **Action Deliverable**. (This field is optional)

***CA-5, Planned Completion Date**

The estimated completion date for the corrective action, as described in the approved Corrective Action Plan.

CA-6, Responsible Manager

The name of the manager responsible for preparation and implementation of the corrective action.

CA-7, Status

Open or Complete, as determined by the cognizant line manager. The default is Open.

CA-8, Descriptive Status

A description of the status on ongoing activities including, as relevant, identification as to whether the target date is at risk, estimated completion date if other than the approved target completion date, and any other relevant remarks.

***CA-9, Last Edit Info**

The date for which the corrective action status and descriptive status are valid. This field is system-generated

CA-10, Completion Date

The date on which the corrective action was completed.

CA-11, Verification Status

Yes or No. This reflects whether or not line management has verified that the corrective action reported to be complete is indeed complete, consistent with the description in the approved Corrective Action Plan.

CA-12, Issues Currently Linked To

A list of Issues associated with this Action.

** Indicates that once data are entered by the user and the document is saved, the field can no longer be edited. System-generated fields are not editable by the user.*

*** This does not apply to Legacy Reports.*

Section 3 – Field Specifications for CATS

<u>Field: R-1</u>	<u>Report Title</u>
Field type:	Text
Format:	Text
Function:	Text description of Report Title
Characterization:	Can be used for sorting and searching Cannot accommodate file attachments
<u>Field: R-2</u>	<u>Final Report Date</u>
Field type:	Time
Format:	MM/DD/YYYY
Function:	Date of the final Office of Oversight report
Characterization:	Can be used for sorting and searching Can be used in Time field calculations Cannot accommodate file attachments
<u>Field: R-3</u>	<u>Office/Facility Reviewed</u>
Field type:	Keywords
Format:	Keyword list, (drop-down menu)
Function:	The primary field or headquarters element reviewed by the Office of Oversight
Characterization:	Can be used for sorting and searching Cannot include keywords not in list Cannot include multiple keywords Cannot accommodate file attachments.
Keyword User Interface:	Drop-down arrow
<u>Field: I-1</u>	<u>Issue Number</u>
Field type:	Text (Computed)
Format:	A multi-letter site code that corresponds to the Office/Facility Reviewed , a time stamp (MM/DD/YYYY) derived from the FINAL REPORT DATE field, a four digit sequential number (0001), followed by a one character Alpha identifier. All components are separated by a hyphen.)
Function:	A unique issue identifier
Characterization:	System Generated An Alpha/Numeric ID Can be used for sorting and searching

<u>Field: I-2</u>	<u>Description</u>
Field type:	Text
Format:	Text
Function:	A concise statement of the Issue.
Characterization:	Can be used for sorting and searching Cannot accommodate file attachments
<u>Field: I-3</u>	<u>Guiding Principles</u>
Field type:	Keywords
Format:	Keyword list, (drop-down menu)
Function:	Identifies the Guiding Principles for each Issue
Characterization:	Can be used for sorting and searching Cannot include keywords not in list Can include multiple, up to three, keywords
Keyword User Interface:	Drop-down arrow
<u>Field: I-4</u>	<u>Core Functions</u>
Field type:	Keywords
Format:	Keyword list, (drop-down menu)
Function:	Identifies the Core Function for each Issue
Characterization:	Can be used for sorting and searching Cannot include keywords not in list Cannot include multiple keywords
Keyword User Interface:	Drop-down arrow
<u>Field: I-5</u>	<u>ES&H Functional Area</u>
Field type:	Keywords
Format:	Keyword list, (drop-down menu)
Function:	Identifies the Functional Area for each Issue
Characterization:	Can be used for sorting and searching Cannot include keywords not in list Cannot include multiple keywords
Keyword User Interface:	Drop-down arrow
<u>Field: CAP-1</u>	<u>Cognizant Line Manager</u>
Field type:	Text
Format:	Text
Function:	Name of the DOE Manager responsible for CAP preparation/implementation
Characterization:	Can be used for sorting and searching Cannot accommodate file attachments

<u>Field: CAP-2</u>	<u>Responsible Organization</u>
Field type:	Keywords
Format:	Keyword list, (drop-down menu)
Function:	The DOE organization that the responsible manager represents
Characterization:	Can be used for sorting and searching Cannot include keywords not in list Cannot include multiple keywords
Keyword User Interface:	Drop-down arrow

<u>Field: CAP-3</u>	<u>Responsible CSO</u>
Field type:	Keywords
Format:	Keyword list, (drop-down menu)
Function:	The headquarters program office that has CAP approval authority
Characterization:	Can be used for sorting and searching Cannot include keywords not in list Cannot include multiple keywords
Keyword User Interface:	Drop-down arrow

<u>Field: CAP-4</u>	<u>Approval Due Date</u>
Field type:	Time
Format:	MM/DD/YY
Function:	The date an approved Corrective Action Plan is due. This date is sixty calendar days from the final report date.(This does not apply to Legacy Reports)
Characterization:	Can be used for sorting and searching Can be used in Time field calculations

<u>Field: CAP-4a</u>	<u>CAP Status</u>
Field type:	Text
Format:	Text
Function:	A description of the status of ongoing activities
Characterization:	Can be used for sorting and searching Cannot accommodate file attachments

<u>Field: CAP-5</u>	<u>Approval Status</u>
Field type:	Keyword (Computed)
Format:	Keyword list (drop-down menu)
Function:	Indicates current status of the Corrective Action Plan. The status is either Approved or Pending Approval. The default is Approved; when a Corrective Action Plan approval date is entered, the status should be changed to completed
Characterization:	Can be used for sorting and searching Cannot include keywords not in list
Keyword User Interface:	Drop-down arrow
Allowable Keywords:	Approved; Pending Approval
<u>Field: CAP-6</u>	<u>Approval Date</u>
Field type:	Time
Format:	MM/DD/YYYY
Function:	Date CAP approved by approval authority
Characterization:	Can be used for sorting and searching Can be used in Time field calculations
<u>Field: CAP-7</u>	<u>Attached Plan</u>
Field type:	Rich Text
Format:	Text, File Attachments
Function:	Electronic version of the CAP is placed here
Characterization:	Cannot be used for sorting Can be used for searching, text only Can accommodate text and file attachments
<u>Field: CAP-8</u>	<u>Reviewed by EH-2</u>
Field type:	Keyword
Format:	Keyword list, (drop-down menu)
Function:	Indicates current status of the EH-2 Review of the Corrective Action Plan. The status is either open or complete. The default is Open.
Characterization:	Can be used for sorting and searching
Keyword User Interface:	Drop-down arrow
Allowable Keywords:	Open Complete

<u>Field: CAP-9</u>	<u>Completion Date</u>
Field type:	Time
Format:	MM/DD/YYYY
Function:	Date Line determines all corrective actions have been completed and verified
Characterization:	Can be used for sorting and searching Can be used in Time field calculations

<u>Field: CA-1</u>	<u>Action Number</u>
Field type:	Text (Computed)
Format:	This field is system generated, using a multi-letter site code that corresponds to the Office/Facility Reviewed , , a time stamp (MM/DD/YYYY) derived from the Final Report Date , an alpha-numeric Issue identifier, a four digit sequential number (0001), followed by a one character Alpha identifier. All components are separated by a hyphen.
Function:	A unique corrective action identifier
Characterization:	System Generated An Alpha/Numeric ID Can be used for sorting and searching

<u>Field: CA-2</u>	<u>Description</u>
Field type:	Text
Format:	Text
Function:	A description of the planned, approved corrective action
Characterization:	Can be used for sorting and searching Cannot accommodate file attachments

<u>Field: CA-3</u>	<u>Deliverable</u>
Field type:	Text
Format:	Text
Function:	A planned product that provides objective evidence of Corrective Action fulfillment
Characterization:	Can be used for sorting and searching Cannot accommodate file attachments

<u>Field: CA-4</u>	<u>Deliverable Attachments</u>
Field type:	Rich Text
Format:	Text, File Attachments
Function:	Electronic version of the Action Deliverable is placed here
Characterization:	Cannot be used for sorting Can be used for searching, text only Can accommodate text and file attachments
<u>Field: CA-5</u>	<u>Planned Completion Date</u>
Field type:	Time
Format:	MM/DD/YYYY
Function:	Estimated Completion Date of the Corrective Action
Characterization:	Can be used for sorting and searching Can be used in Time field calculations
<u>Field: CA-6</u>	<u>Responsible Manager</u>
Field type:	Text
Format:	Text
Function:	Name of the DOE Manager responsible for Corrective Action preparation and implementation
Characterization:	Can be used for sorting and searching Cannot accommodate file attachments
<u>Field: CA-7</u>	<u>Status</u>
Field type:	Keyword
Format:	Keyword list, (drop-down menu)
Function:	Open or Complete, as determined by the Cognizant Line Manager; the default is Open
Characterization:	Can be used for sorting and searching Cannot include keywords not in list Cannot include multiple keywords
Keyword User Interface:	Drop-down arrow
Allowable Keywords:	Open; Complete
<u>Field: CA-8</u>	<u>Descriptive Status</u>
Field type:	Text
Format:	Text
Function:	A description of the status of ongoing activities
Characterization:	Can be used for sorting and searching Cannot accommodate file attachments

<u>Field: CA-9</u>	<u>Last Edit Info</u>
Field type:	Time (Computed)
Format:	MM/DD/YY
Function:	Records the date of the last system edit and user name
Characterization:	System-generated Cannot be used for sorting and searching Cannot be used in Time field calculations

<u>Field: CA-10</u>	<u>Completion Date</u>
Field type:	Time
Format:	MM/DD/YYYY
Function:	Date the Corrective Action was completed
Characterization:	Can be used for sorting and searching Can be used in Time field calculations

<u>Field: CA-11</u>	<u>Action Verification Status</u>
Field type:	Keywords
Format:	Keyword List
Function:	Line verification status
Characterization:	Can be used for sorting and searching. Can be used in Time field calculations
Keyword User Interface:	Radio Buttons
Allowable Keywords:	Yes; No

<u>Field: CA-12</u>	<u>Issues Currently linked to</u>
Field type:	Computed
Format:	Text
Function:	A list of Issues associated with an Action
Characterization:	Cannot be used for sorting and searching

APPENDIX A – Keyword Values

Keyword Name: Office/Facility Reviewed

Keyword Value: SITE	SITE CODE
Ames Group	AG
Argonne National Laboratory - East	ANLE
Argonne National Laboratory - West	ANLW
Bonneville Power Administration	BPA
Brookhaven National Laboratory	BN L
DOE-Wide	DOEW
East Tennessee Technology Park	ETTP
Ernest Orlando Lawrence Berkeley National Laboratory	EOLB
Fermi National Accelerator Laboratory	FNAL
Fernald Environmental Management Project	Fernald
Hanford Site	HS
Idaho National Engineering Laboratory	INEL
Kansas City Plant	KCP
Knolls Atomic Power Laboratory	KAPL
Lawrence Livermore National Laboratory	LLNL
Los Alamos National Laboratory	LANL
Miamisburg Environmental Management Project	MEMP
Mound Facility	Mound
Nevada Operations Office	NV
Nevada Test Site	NTS
Oak Ridge K-25 Site	ETTP
Oak Ridge National Laboratory	ORNL
Oak Ridge Y-12 Site	Y-12
Oakland	Oakland
Pacific Northwest National Laboratory	PNNL
Paducah Gaseous Diffusion Plant	PGDP
Pantex Plant	PP
Portsmouth Gaseous Diffusion Plant	PCRTS
Richland	RL
Rocky Flats Environmental Technology Site	RFETS
Sandia National Laboratory - Albuquerque	SNLAL
Sandia National Laboratory - Livermore	SNLCA
Savannah River Site	SRS
Southeastern Power Administration	SEPA
Southwestern Power Administration	SW
Strategic Petroleum Reserve Site	SPR
Transportation Safeguards Division	TSD
Waste Isolation Pilot Plant	WIPP
Western Area Power Administration	WAPA
Yucca Mountain	YMP

Keyword Name: Guiding Principles

Keyword Values:

1. Line Management Responsibility for Safety
2. Clear Roles and Responsibilities
3. Competence Commensurate with Responsibilities
4. Balanced Priorities
5. Identification of Safety Standards and Requirements
6. Hazard Controls Tailored to Work Being Performed
7. Operations Authorization

Not Assigned

Keyword Name: Core Function

Keyword Values:

1. Define the Scope of Work
2. Analyze Hazards
3. Develop and Implement Hazard Controls
4. Perform Work within Controls
5. Provide Feedback and Continuous Improvement

Not Assigned

Keyword Name: ES&H Functional Areas

Keyword Values:

Air Quality Protection
Authorization Basis
Aviation Safety
Chemical Safety
Conduct of Operations
Construction
Criticality Safety
Decontamination and Decommissioning
DOE Directives/Requirements and Regulations
Electrical Safety
Emergency Management
Emergency Preparedness
Engineering
Environmental Protection
Explosive Safety
Fire Safety
Hazardous Waste Operations

Industrial Hygiene
Industrial Safety
Maintenance
Management Systems
Mine Safety
N/A
Nuclear Safety
Occupational Medicine
Packaging and Transportation
Personnel Security(PS)
Policies and Procedures
Quality Assurance
Radiological Control
Roles Responsibilities and Authorities
Subcontractor Safety
Toxic Substances
Training
Transportation Safety
Vehicle Safety
Waste Management
Waste Minimization and Pollution Prevention
Water Quality Protection
Work Planning and Control

Keyword Name: Responsible Organizations

Keyword Values:

AL - Albuquerque Operations Office
CH - Chicago Operations Office
DP - Office of the Assistant Secretary for Defense Programs
EE - Office of Energy Efficiency & Renewable Energy
EH - Office of the Assistant Secretary for Environment, Safety, and Health
EM - Office of the Assistant Secretary for Environmental Management
ER - Office of Energy Research
FE - Office of the Assistant Secretary for Fossil Energy
FM - Field Management
HR - Office of the Assistant Secretary for Human Resources and Administration
ID - Idaho Operations Office
NE - Office of Nuclear Energy
NN - Office of Nonproliferation and National Security
NV - Nevada Operations Office
OC - Office of Civilian Radioactive Waste Management
OH - Ohio Field Office
OK - Oakland Operations Office

OR - Oak Ridge Operations Office
PA - Power Administrations
PNRO - Pittsburgh Naval Reactors Office
RFFO - Rocky Flats Field Office
RL - Richland Operations Office
SC - Office of Science
SNRO - Schenectady Naval Reactors Office
SPR - Strategic Petroleum Reserve Site
SRO - Savannah River Operations Office

Keyword Name: CSO

Keyword Values:

S - Office of the Secretary of Energy
DS - Office of the Deputy Secretary
US - Office of the Under Secretary
AB - Office of the Secretary of Energy Advisory Board
BPA - Bonneville Power Administration
CP - Assistant Secretary for Congressional, Public and Intergovernmental Affairs
CR - Chief Financial Officer
DP - Assistant Secretary for Defense Programs
ED - Office of Economic Impact and Diversity
EE - Assistant Secretary for Energy Efficiency and Renewable Energy
EH - Assistant Secretary for Environment, Safety and Health
EI - Energy Information Administration
EM - Assistant Secretary for Environmental Management
FE - Assistant Secretary for Fossil Energy
FM - Office of the Associate Deputy Secretary for Field Management
GC - Office of the General Counsel
HG - Office of Hearing and Appeals
HR - Assistant Secretary for Human Resources and Administration
IG - Office of the Inspector General
MD - Office of Fissile Materials Disposition
NE - Office of Nuclear Energy
NN - Office of Nonproliferation and National Security
PO - Assistant Secretary for Policy
QM - Office of Quality Management
RW - Office of Civilian Radioactive Waste Management
SC - Office of Science
WAPA - Western Area Power Administration
WT - Office of Worker and Community Transition